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Organization :  
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20 October 1970

MEMORANDUM FOR: All Historical Officers and Authors

SUBJECT : The DD/I Historical Program

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1. [redacted] the Agency's Executive Director-Comptroller, has decreed that all currently scheduled historical manuscripts must be published by December 1971. Since the editing, reviewing, and printing of manuscripts of up to 300 pages may take as much as six months, it is obvious that all scheduled first drafts should be completed by the end of May 1971.

2. Some 30 histories in the DD/I historical program are listed for completion by 1971--about 15 by December 1970 and another 15 by May 1971. Manuscripts may be expected to range from approximately 70 to 300 pages in length. The DD/I complex is therefore committed to produce somewhere between 4,000 and 5,000 pages of history before next May. To make this volume of production manageable for reviewers and publishers, individual manuscripts should be completed at the rate of about one each week over the next seven months. The rate of completion in the past has been far less than this, and it is obvious that pressure must be applied in all offices to get historical projects moving faster.

3. To meet the anticipated reviewing load, the DD/I Historical Board has recently been expanded to five members--one from each of the major intelligence-producing offices. These members are:



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Each manuscript will be reviewed by two or more Board members, who will be concerned mainly with whether the paper contains a complete picture of the activities of the unit involved--its origin, its policies, its mechanics of operation, its relations with other units inside and outside the Agency, and its growth and development over the years. [redacted] the DD/I Historical Officer, is responsible for assisting authors on a day-to-day basis and for detailed editing of their texts. [redacted]

[redacted] Chief and Deputy Chief of the CIA Historical Staff respectively, are also happy to provide advice and guidance. [redacted] of the Historical Staff maintains a card reference file on thousands of key documents which provide information on dates, personnel appointments, policy decisions, and important actions.

4. The members of the DD/I Historical Board urge all Historical Officers and authors to confer with their Office Chiefs and supervisors regarding the scheduling and production of histories, so that manuscripts can begin to flow in to the DD/I Historical Officer and the Historical Board on a frequent basis. Time is getting very short.

[redacted]  
Chairman  
DD/I Historical Board

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